

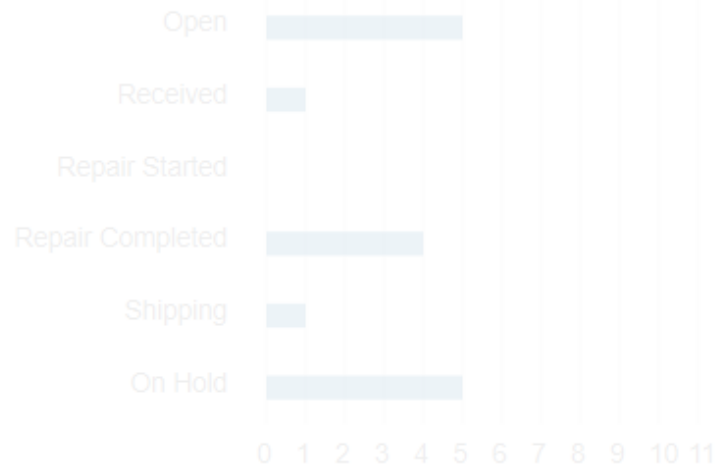


REPAIR ORDER PORTAL
USER GUIDE
USER SETTINGS

Welcome to the Enhanced Repair Order Portal!

As you use the new portal, you'll notice a number of changes designed to enhance and simplify your experience. If you have a question or would like to learn more, join one of our live training sessions. Click [here](#) to view the training session schedule, with sessions conveniently scheduled for all regions.

ORDER STATUS SUMMARY



ACTIVE QUOTES

1 - 1 of 1

Order Number	Creation Date	Created By	Net Price
23417253	28-Jul-2019 12:00...	PRDTEST.4224@...	\$800.00

Navigate to **SETTINGS** tab

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ACCOUNT

Account Number
1039535

Account Name
Zebra Admin

ADDITIONAL PREFERENCES

View only my saved carts

View only my submitted repair orders

Repair email notifications Review ACCOUNT information

Select my preferred time zone

Preferred Language

DEFAULT SHIPPING CONTACT

Select the checkbox to auto-populate the selected shipping contact as the default shipping contact for all repair orders.

Contact Name

Email

Work Phone #

DEFAULT SHIPPING ADDRESS

Select the checkbox to auto-populate the selected shipping address as the default shipping address for all repair orders.

Store Number

DEFAULT BILLING ADDRESS

Select the checkbox to auto-populate the selected billing address as the default billing address for per incident repair orders.

Store Number

SAVE

RESTORE DEFAULT VALUES

ACCOUNT


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ADDITIONAL PREFERENCES

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Repair email notification subscription status  ALL | 

Select my preferred time zone  | 

Preferred Language  | 

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Set **ADDITIONAL PREFERENCES**

SAVE

RESTORE DEFAULT VALUES

ACCOUNT



TIP: When the box is checked, you will only see carts created by you in REPAIR ORDERS tab

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ADDITIONAL PREFERENCES

View only my saved carts ⓘ

View only my submitted repair orders ⓘ

Repair email notification subscription status ⓘ ALL | v

Select my preferred time zone ⓘ | v

Preferred Language ⓘ | v

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To view carts created and saved only by you, check the box **View only my saved carts**

SAVE

RESTORE DEFAULT VALUES

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TIP: When the box is checked, you will only see carts created by you in REPAIR STATUS tab

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ADDITIONAL PREFERENCES

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Repair email notification subscription status

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To view carts submitted only by you, check the box **View only my submitted repair orders**

SAVE

RESTORE DEFAULT VALUES


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Preferred Language 

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Select your email notification preferences
in **Repair email notification subscription
status**

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Preferred Language  | 

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Preferred Language  | 

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11

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After any change on **SETTINGS** page,
do not forget to click on **SAVE**

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